



Wednesday, 13 March 2024

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 21 March 2024 in the Bramcote Crematorium, Coventry Lane, Bramcote, commencing at 6.30 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors: S J Carr
H G Khaled MBE
M Radulovic MBE

J Dawson (Chair)
B.Everett
C.M Poole

A G E N D A

1. APOLOGIES

To receive apologies for absence and to be notified of the attendance of substitutes.

2. DECLARATIONS OF INTEREST

(Pages 3 - 10)

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

(Pages 11 - 14)

To approve the minutes of the previous meeting held on 18 January 2024.

4. MARKETING AND PERFORMANCE STRATEGY REPORT (Pages 15 - 20)
To provide the Joint Committee with an update on performance and marketing.
5. FINANCIAL PERFORMANCE MANAGEMENT UPDATE (Pages 21 - 24)
To advise the Joint Committee on the latest financial performance levels for Bramcote Crematorium for 2023/24.
6. CHARITABLE DONATIONS 2024/25 (Pages 25 - 30)
To seek approval of the charitable organisation which will receive the charitable donation in 2024/25 from the funds raised through the metals recycling scheme.
7. UPDATE ON REPLACEMENT CREMATORS PROJECT (Pages 31 - 34)
To provide the Joint Committee with an update on the progress with regards the replacement cremators project.
8. WORK PROGRAMME/SCHEDULE OF MEETINGS (Pages 35 - 36)
To consider items for inclusion in the Work Programme for future meetings.

Report of the Monitoring Officer

DECLARATIONS OF INTEREST

1. Purpose of Report

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda. The following information is extracted from the Code of Conduct, in addition to advice from the Monitoring Officer which will assist Members to consider any declarations of interest.

Part 2 – Member Code of Conduct

General Obligations:

10. Interest

10.1 You will register and disclose your interests in accordance with the provisions set out in Appendix A.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members of the Council. The register is publically available and protects you by demonstrating openness and willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting which allows the public, Council employees and fellow Councillors know which of your interests gives rise to a conflict of interest. If in doubt you should always seek advice from your Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as defined in Appendix A of the Code of Conduct, is a criminal offence under the Localism Act 2011.

Advice from the Monitoring Officer:

On reading the agenda it is advised that you:

1. Consider whether you have any form of interest to declare as set out in the Code of Conduct.
2. Consider whether you have a declaration of any bias or predetermination to make as set out at the end of this document
3. Update Democratic Services and the Monitoring Officer and or Deputy Monitoring Officers of any declarations you have to make ahead of the meeting and take advice as required.
4. Use the Member Interest flowchart to consider whether you have an interest to declare and what action to take.
5. Update the Chair at the meeting of any interest declarations as follows:

‘I have an interest in Item xx of the agenda’

'The nature of my interest is therefore the type of interest is
DPI/ORI/NRI/BIAS/PREDETERMINATION
'The action I will take is...'

This will help Officer record a more accurate record of the interest being declared and the actions taken. You will also be able to consider whether it is necessary to send a substitute Members in your place and to provide Democratic Services with notice of your substitute Members name.

Note: If at the meeting you recognise one of the speakers and only then become aware of an interest you should declare your interest and take any necessary action

6. Update your Member Interest Register of any registerable interests within 28days of becoming aware of the Interest.

Ask yourself do you have any of the following interest to declare?

1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)

A "Disclosable Pecuniary Interest" is any interest described as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and includes an interest of yourself, or of your Spouse/Partner (if you are aware of your Partner's interest) that falls within the following categories: Employment, Trade, Profession, Sponsorship, Contracts, Land, Licences, Tenancies and Securities.

2. OTHER REGISTERABLE INTERESTS (ORIs)

An "Other Registerable Interest" is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body
 - (i) exercising functions of a public nature
 - (ii) anybody directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of general control or management.

3. NON-REGISTRABLE INTERESTS (NRIs)

"Non-Registrable Interests" are those that you are not required to register but need to be disclosed when a matter arises at a meeting which directly relates to your financial interest or wellbeing or a financial interest or wellbeing of a relative or close associate that is not a DPI.

A matter "directly relates" to one of your interests where the matter is directly about that interest. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you has a financial interest.

A matter “affects” your interest where the matter is not directly about that interest but would still have clear implications for the interest. For example, the matter concerns a neighbouring property.

Declarations and Participation in Meetings

1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)

1.1 Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests which include both the interests of yourself and your partner then:

Action to be taken

- **you must disclose the nature of the interest** at the commencement of that consideration, or when the interest becomes apparent, whether or not such interest is registered in the Council’s register of interests of Member and Co-opted Members or for which you have made a pending notification. If it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
- **you must not participate in any discussion** of that particular business at the meeting, or if you become aware of a disclosable pecuniary interest during the meeting you must not participate further in any discussion of the business, including by speaking as a member of the public
- **you must not participate in any vote** or further vote taken on the matter at the meeting and
- **you must withdraw from the room** at this point to make clear to the public that you are not influencing the meeting in anyway and to protect you from the criminal sanctions that apply should you take part, unless you have been granted a Dispensation.

2. OTHER REGISTERABLE INTERESTS (ORIs)

2.1 Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests i.e. relating to a body you may be involved in:

- **you must disclose** the interest at the commencement of that consideration, or when the interest becomes apparent, whether or not such interest is registered in the Council’s register of interests of Member and Co-opted Members or for which you have made a pending notification. If it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
- **you must not take part in any discussion or vote** on the matter, but may speak on the matter only if members of the public are also allowed to speak at the meeting
- **you must withdraw from the room** unless you have been granted a Dispensation.

3. NON-REGISTRABLE INTERESTS (NRIs)

3.1 Where a matter arises at a meeting, which is not registrable but may become relevant when a particular item arises i.e. interests which relate to you and /or other people you are connected with (e.g. friends, relative or close associates) then:

- **you must** disclose the interest; if it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
 - **you must not take part in any discussion or vote**, but may speak on the matter only if members of the public are also allowed to speak at the meeting; and
 - **you must withdraw** from the room unless you have been granted a Dispensation.
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Dispensation and Sensitive Interests

A “Dispensation” is agreement that you may continue to participate in the decision-making process notwithstanding your interest as detailed at section 12 of the Code of the Conduct and the Appendix.

A “Sensitive Interest” is as an interest which, if disclosed, could lead to the Member, or a person connected with the Member, being subject to violence or intimidation. In any case where this Code of Conduct requires to you to disclose an interest (subject to the agreement of the Monitoring Officer in accordance with paragraph 2.4 of this Appendix regarding registration of interests), you do not have to disclose the nature of the interest, if it is a Sensitive Interest in such circumstances you just have to disclose that you have a Sensitive Interest under S32(2) of the Localism Act 2011. You must update the Monitoring Officer when the interest is no longer sensitive, so that the interest can be recorded, made available for inspection and published.

BIAS and PREDETERMINATION

The following are not explicitly covered in the code of conduct but are important legal concepts to ensure that decisions are taken solely in the public interest and not to further any private interests.

The risk in both cases is that the decision maker does not approach the decision with an objective, open mind.

This makes the local authority’s decision challengeable (and may also be a breach of the Code of Conduct by the Councillor).

Please seek advice from the Monitoring Officer or Deputy Monitoring Officers, if you need assistance ahead of the meeting.

BIAS

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest:

- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

PREDETERMINATION

Where a decision maker has completely made up his/her mind before the decision is taken or that the public are likely to perceive you to be predetermined due to comments or statements you have made:

- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

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Registerable Interests

These are interests that you are required to register in accordance with the Code of Conduct. They are interests that you would know about in advance of an item coming up (e.g. land you own) and you should have included them when filling in your register of interests.

What type of Registerable Interest do you have in this matter?

Disclosable Pecuniary Interests

These are any interests that are described as DPIs under the Code of Conduct and include both the interests of yourself and of your partner.

Other Registerable Interests

These are personal interests that relate to certain types of bodies that you may be involved in as set out in the Code of Conduct.

Does the matter directly relate to one of your Disclosable Pecuniary Interests?

No

Does the matter directly relate to the financial interest or wellbeing of one of your Other Registerable Interests?

No

Does the matter affect a financial interest or the wellbeing of yourself or of a friend, relative or close associate?

No

Is the financial interest or wellbeing affected to a greater extent than the financial interests or wellbeing of the majority of inhabitants?

No

Would a reasonable member of the public knowing all the facts believe that it would affect your view of the wider public interest?

No

You must:

- Disclose the interest;
- Not speak on the matter;
- Not participate in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

You must:

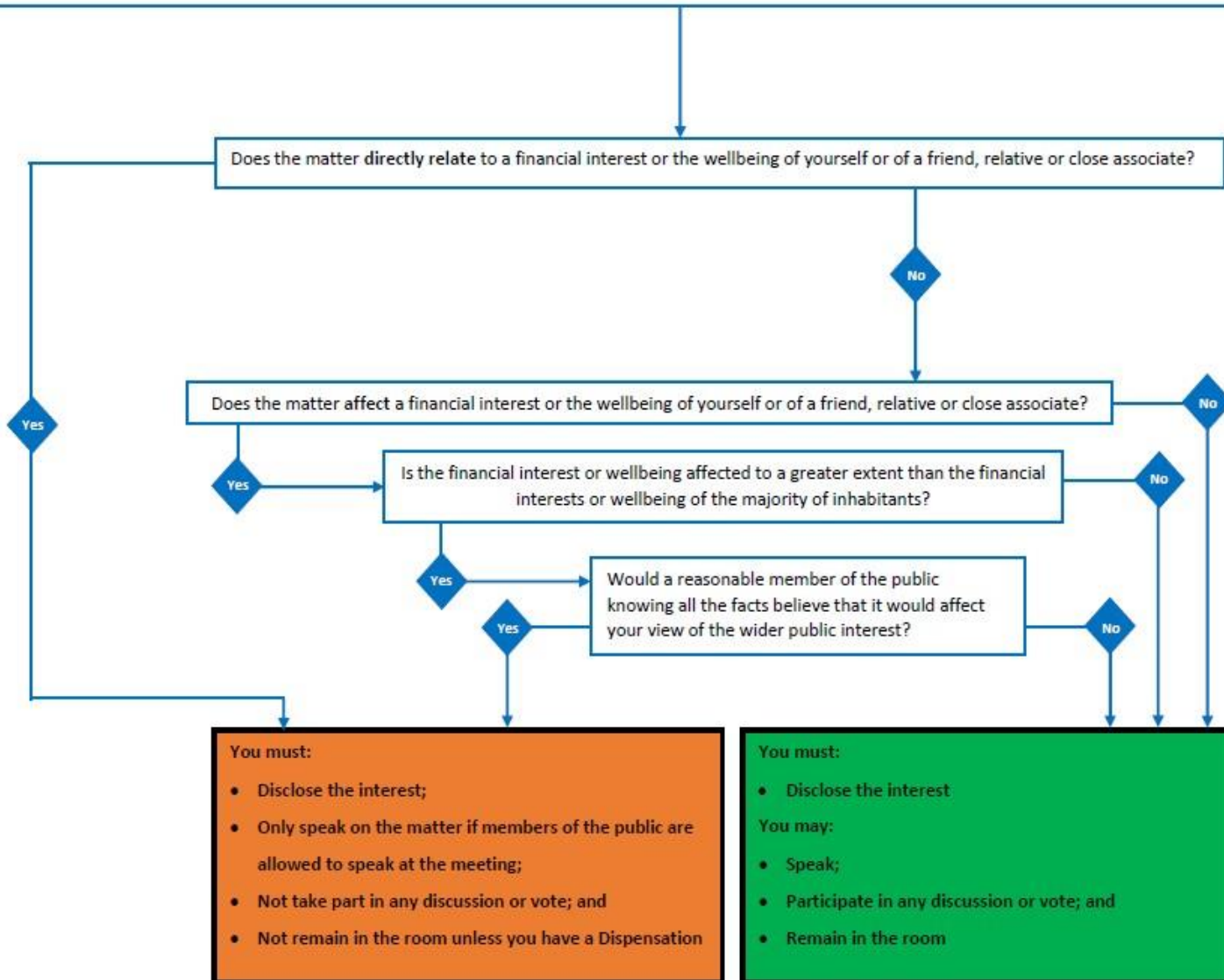
- Disclose the interest;
- Only speak on the matter if members of the public are allowed to speak at the meeting;
- Not take part in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

You must:

- Disclose the interest
- You may:
- Speak;
 - Participate in any discussion or vote; and
 - Remain in the room

Non-Registerable Interests

These are interests that you are not required to register but may become relevant when a particular item arises. These are usually interests that relate to other people you are connected with (e.g. friends, relatives or close associates) but can include your own interests where you would not have been expected to register them.



BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

THURSDAY, 18 JANUARY 2024

Broxtowe Borough Council:

R D McRae (substitute)
M Radolovic MBE

Erewash Borough Council:

J Dawson
B Everett
C M Poole

Apologies for absence were received from Councillors S J Carr, H G Khaled MBE and C.M Poole.

59 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

60 **MINUTES**

The minutes of the meeting held on 19 October 2023 were confirmed and signed as a correct record.

61 **BUDGET ESTIMATES 2023/24 AND 2024/25**

The Joint Committee considered the proposed budgets for the financial year 2024/25, together with the revised estimate for the current year, in accordance with the service objective of providing efficient arrangements for funeral directors and clergy which meet the need of their service users at a reasonable cost.

It was proposed to distribute a total of £700,000 in 2023/24 and £800,000 2024/25, split equally between Broxtowe and Erewash Borough Councils, given the level of estimated revenue account surplus as at 31 March 2024 and 31 March 2025.

Members noted the need to maintain at least the minimum recommended balance of £100,000 to safeguard crematorium balances from the potential impact of new crematoria in the local area and the effect on cremation numbers.

It was noted that it was planned to reduce the estimated level of distribution in 2023/24 by £50,000 to each authority, given the level of pressure on the Crematorium's budget from increased costs (price inflation associated with fuel and energy) and reduced income (linked to the current reduction in death rates).

RESOLVED that:

- 1. The revised estimate for 2023/24 and the base budget for 2024/25, as submitted at appendix 2, be approved.**
- 2. An amount of £1,829,000 be provided to cover capital developments in 2024/25, as outlined in appendix 3, be approved.**
- 3. The fees and charges as detailed in appendix 4 be implemented.**
- 4. A reduced total amount of £700,000 be distributed to the constituent authorities in 2023/24 and a total amount of £800,000 be distributed to the constituent authorities in 2024/25.**

62 MEDIUM TERM FINANCIAL STRATEGY 2023/24 TO 2027/28

Members considered the Medium Term Financial Strategy for Bramcote Crematorium through to 2027/28 in accordance with the service objective of providing efficient arrangements for funeral directors and clergy which meet the need of their service users, at a reasonable cost.

The installation of new cremators at Bramcote Crematorium had been included in 2024/25. The overall cost would be subject to tender, but was expected to be a significant capital investment of £1.8 million. The new cremators would be jointly and equally funded by Broxtowe and Erewash Borough Councils. Some of the capital cost would be offset by ongoing efficiency savings on energy consumption and maintenance budgets.

RESOLVED that the Medium Term Financial Strategy for Bramcote Crematorium be approved.

63 BEREAVEMENT SERVICES BUSINESS PLAN 2024/25-2026/27

The Joint Committee noted the Bramcote Bereavement Services Business Plan for 2024/25 to 2026/27.

As part of the performance management framework, the business and financial plans for the corporate priority areas identified within the Corporate Plan are aligned so that the linkages between service priorities, spending proposals and targets are clear.

64 UPDATE ON REPLACEMENT CREMATORS

The Joint Committee noted the updated.

65 CHRISTMAS SERVICE OF REMEMBRANCE

The Joint Committee were provided with an update on the Christmas Service of Remembrance 2023.

The annual Christmas Service of Remembrance was held on Friday 1 December 2023 and was attended by 150 members of the public, including 12 children.

66 MARKETING AND PERFORMANCE STRATEGY REPORT

The Joint Committee were provided with an update on performance and marketing of the crematorium.

It was noted that analysis would be carried out on a monthly basis to establish the market share for the services held at the Crematorium. For every cremation held at the crematorium this would involve recording the district where each of the deceased lived set against the overall death rate for the corresponding district. The market share can then be calculated.

67 WORK PROGRAMME

The Joint Committee noted the Work Programme. It was requested that an update on the sale of land at the crematorium be added to the Work Programme.

RESOLVED that the Work Programme, with the addition of an update on the sale of land at the crematorium, be approved.

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Report of the Executive Director

MARKETING AND PERFORMANCE STRATEGY REPORT
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1. Purpose of Report

To provide the Joint Committee with an update on performance and marketing.

2. Recommendation

The Joint Committee is asked to NOTE this report.

3. Detail

Marketing

The success of the marketing strategy will be determined by the positive impact that is achieved on measureable goals. These measureable goals form the Key Performance Indicators (KPIs).

Analysis will be carried out on a monthly basis to establish the market share for the services held at the Crematorium. For every cremation held at the crematorium this will involve recording the district where each of the deceased lived set against the overall death rate for the corresponding district. The market share can then be calculated.

The target markets for the Crematorium are grouped into:

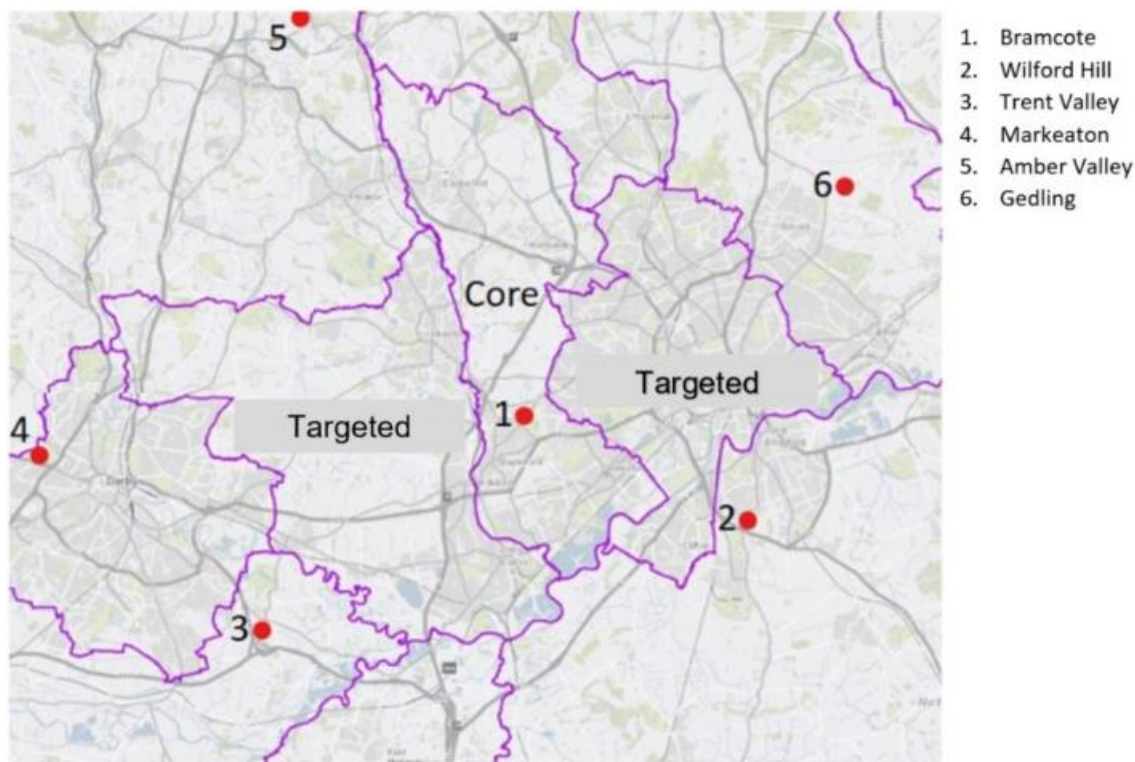
- Core area (Broxtowe area)
- Targeted area (Erewash and Nottingham City, - due to close proximity of competitors)
- Out of area (surrounding areas).

The term 'core area' refers to the region where the crematorium is expected to attract the vast majority of custom based on being the primary service provider within that area.

The term 'targeted area' is the marketing term for an area that companies compete with each other to develop, sell or control.

The term 'out of area' refers to the area where attracting custom from that region will be a challenge based on factors such as the proximity and competitors.

The map below shows designation of the areas together with the competitor locations.



The death rate is collated from the website below:

<https://www.ons.gov.uk/datasets/weekly-deaths-local-authority>

This report will be crucial to determine where to concentrate our marketing strategy and efforts. The crematorium should have a greater percentage of the market share in its core area, with the percentage decreasing in the targeted area and out of area where other crematoriums operate.

The following activities have been undertaken as part of raising the profile of the crematorium in both the core and targeted area:

- Continuation of increased exposure and messages through social media channels.
- Regular website updates actioned to enhance the customers experience including mobile device enabled. Regular updates of news and events. Google reviews now included on the website home page.
- Continuation of the connect and reflect café on the first Saturday of every month in the reflection chapel working with local bereavement charities. Attended by people experiencing loss and grief. The number attending has seen an increase each month, and is growing in momentum and popularity. The event in February welcomed seven new individuals who had recently suffered the loss of a loved one.
- Continuation of regular meetings with local community groups and charities to work closely promoting services and organising joint events further promoting services and facilities on offer.

- Weekly discussions with funeral directors to look at potential improvements with the services offered.
- Discussions ongoing to create exclusive service contracts with Funeral Directors.
- Investigations continuing on an innovative project which will see Bramcote Bereavement Services becoming the crematorium of choice in both core and targeted areas.
- Discussions with a local company investigating their development of a sustainable alternative to cremation and burial, woodland burial and natural transition.

Performance

The table below details the number of fee charging cremations on a year by year basis. The number of fee charging cremations achieved between 1 April 2023 and 31 January 2024 in the core, targeted and out of area has decreased by 170 compared to the same period 2022/23, resulting in 1,876 fee charging cremations.

A further table below details the reduction in funerals available in our core and targeted areas which directly relates to the reduction in performance and cremations achieved.

Month	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
April	221	187	300	226	180	166
May	241	226	280	184	212	195
June	194	211	183	239	227	181
July	174	187	176	179	180	197
August	196	192	178	177	215	162
September	150	171	181	192	176	165
October	189	203	199	193	194	196
November	212	208	217	224	217	178
December	195	201	259	195	193	190
January	273	270	222	217	252	246
February	238	203	303	224	214	
March	211	239	267	228	219	
Total	2494	2498	2765	2478	2479	1876

Types of Services breakdown

The table below shows the different types of cremations which have taken place. 2022/23 data is for the entire financial year, 2023/24 data is for the period 1 April 2023 and 31 January 2024. The key for the data in the table is as follows:

Full Service:	A normal 60-minute service and cremation.
Committal Service:	The service was held at a church/chapel first, then a short service and cremation.
Direct Service:	A normal cremation but where there is no service.
Attended Direct Service:	A normal cremation involving a 15-minute service at our direct times with limited mourners and eulogy delivered by Bramcote Crematorium staff.
AW Lymn Direct Contract:	A normal cremation but where there is no service.
Hospital Body:	The Cremation of a body received direct from the hospital.
Hospital Body Part:	The Cremation of a body part received direct from the hospital.
Morning Sunrise Service:	A normal cremation involving a 60-minute service only at 9:00am in the Serenity Chapel.

	2022/23	2023/24 to 31/01/2024
Full Service	2255	1661
Committal Service	84	75
Direct Service	89	72
Attended Direct Service		22
AW Lymn Direct Contract		10
Hospital Body	24	16
Hospital Body Part	11	
Morning Sunrise Service	16	9
Children Funeral Fund		11
Cremations Total	2479	1876

Note: Attended direct service started in May 2023.
 AW Lymn direct contract started 1 January 2024.
 2023/24 data is 1 April to 31 January 2024.

Death rate and funerals available

It should be noted that the funerals available in the core and targeted areas between 1 April 2023 and 31 January 2024 has decreased by 5.63% compared to the same period in 2022/23. This percentage equates to 204 cremations not being available. The graph provided below illustrates the data gathered from registered deaths in Bramcote Bereavement Services core and targeted areas.



Market Share

Despite the decrease in cremations available, the overall market shares in the core and targeted areas has increased by 0.88% in the period 1 April 2023 and 31 January 2024 compared to the same period 2022/23 from 48.01% to 48.89%. The implementation of the Marketing Strategy is helping to achieve the retention of majority market share of 48.89%.



Strategic Operational Improvement

Changes to the operations of the cremators continues in order to improve energy efficiency and reduce gas usage. There is no new data since the last report, it is anticipated that 15% will be saved equating to an estimated £25,000.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The variation in the number and type of cremations completed will have a direct impact on the Crematorium's income budget and overall financial performance. The reduction of 170 cremations at the full service fee amounts to a budget pressure of £140,000.

5. Legal Implications

The comments from the Head of Legal were as follows:

There are no direct legal implications arising from this report.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows

No comments.

7. Union Comments

The comments from the Union were as follows:

No comments.

8. Climate Change Implications

There are no climate change issues in this report.

9. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

There is no requirement for an Equality Impact Assessment.

11. Background Papers

Nil.

Joint report of the Treasurer and the Executive Director

FINANCIAL PERFORMANCE MANAGEMENT UPDATE1. Purpose of report

To advise the Joint Committee on the latest financial performance levels for Bramcote Crematorium for 2023/24.

2. Recommendation

The Joint Committee is asked to NOTE the report.

3. Detail

The appendix sets out financial performance for period to April 2023 to January 2024, including the latest outturn projections, compared with the annual budget and the revised budget for the corresponding period.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The financial implications are included in the report narrative and appendices.

5. Legal Implications

The comments from the Head of Legal Services were as follows:

There are no direct legal implications that arise from this report.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no Union comments in relation to this report.

8. Climate Change Implications

There are no further climate change issues in this report.

9. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers - Nil

APPENDIX

BUDGET UPDATE – 31 JANUARY 2024

Budget / Indicator	Revised Estimate 2023/24	Profiled Budget 31/01/24	Actual/ Committed 31/01/24	Variance to Estimate	Latest Projection 2023/24	Comments
Key Budgets:						
Employee Related Expenses (including Salaries and Agency)	538,500	448,790	400,629	(48,161)	495,000	Revised budget includes the cost of the restructure agreed by Joint Committee. The additional cost of maternity cover and an agency worker to support the team has been offset by other vacancies during the year.
Repairs and Maintenance - General and Cremators	135,000	112,508	88,321	(24,187)	115,000	Fewer repairs required to date in 2023/24 and spend has reduced accordingly.
Development – Consultancy	20,000	16,668	156	(16,512)	20,000	One-off development budget for consultancy advice on tender specification for new cremators with the cost being met from revenue reserves. The project will continue into 2024/25 so any remaining budget will be carried forward. Project meetings taking place including representatives from both Erewash and Broxtowe.
Development – Resurfacing	60,000	50,004	0	(50,004)	60,000	New development for the resurfacing of some pathways on site. Any underspent budget may need to be carried forward into 2024/25.
Development – Car Park	29,500	24,586	2,373	(22,213)	29,500	One-off development budget to improve the car park and drainage including surface repairs, patching and relining. Any underspent budget may need to be carried forward into 2024/25.
Development – Cremator	160,000	133,344	0	(133,344)	160,000	New development for the project management costs for the replacement cremator. The project will continue into 2024/25 so any remaining budget will be carried forward.

Budget / Indicator	Revised Estimate 2023/24	Profiled Budget 31/01/24	Actual/ Committed 31/01/24	Variance to Estimate	Latest Projection 2023/24	Comments
Fuel, Light and Water	172,000	143,348	123,375	(19,973)	191,000	Actual spend can be affected by the timing of bills. Gas prices under the extended ESPO agreement have risen by 175% from April 2023. Based on previous usage the estimated cost will be £148k in 2023/24. Ongoing efforts to reduce energy costs with revised working practices, however in winter this is slightly offset by additional energy consumption to warm the office space.
Business Rates	138,000	132,686	137,921	5,235	138,000	Business rates bill paid for 2023/24.
Other Premises Related Expenses (incl. Trade Refuse)	31,800	26,506	14,836	(11,670)	31,800	Outturn expected to be in line with estimates.
Materials and Equipment	7,000	5,834	7,425	1,591	7,000	Outturn is slight over the budget.
Book of Remembrance and Other Memorialisation Costs	35,000	29,168	14,967	(14,201)	22,500	Lower spend anticipated with the death rate down 5.63%.
Medical Referee Fees	47,000	39,170	35,072	(4,098)	47,000	Outturn expected to be in line with estimates.
Other Supplies and Services	161,800	134,850	103,765	(31,085)	149,730	Outturn expected to be lower than estimates.
Grounds Maintenance	35,900	0	0	0	35,900	Year-end internal recharge. It is likely that outturn will be higher when factoring in pay inflation and fuel costs.
Income:						
Cremation Fees Income	(1,924,400)	(1,603,794)	(1,469,384)	134,410	(1,880,000)	Target of 2,450 adult cremations and 50 direct cremations may not be achieved due to the death rate being down by 5.63% in year compared to same period in 2022/23. Along with the continued effort to maintain and improve market share, the uplift in cremation fees applied from January 2024 will mitigate the impact of falling numbers.
Memorialisation Income (including visual tributes, book of remembrance and others)	(113,500)	(94,592)	(94,548)	44	(95,500)	Outturn expected to be lower than the estimates, which is offset by the reduced cost.

Budget / Indicator	Revised Estimate 2023/24	Profiled Budget 31/01/24	Actual/ Committed 31/01/24	Variance to Estimate	Latest Projection 2023/24	Comments
Other Income (including rent income, miscellaneous income and vending receipts)	(19,900)	(16,586)	(30,441)	(13,855)	(20,700)	Outturn expected to be broadly in line with estimates.

Report of the Executive Director

CHARITABLE DONATIONS 2024/25

1. Purpose of Report

To seek approval of the charitable organisation which will receive the charitable donation in 2024/25 from the funds raised through the metals recycling scheme.

2. Recommendation

The Joint Committee is asked to consider which charitable organisation will receive the charitable donation in 2024/25 from the funds raised through the metals recycling scheme by Institute of Cemetery and Crematorium Management and RESOLVE accordingly.

3. Detail

It is common place in modern medical practice for people to have artificial orthopaedic implants such as hip and knee replacement joints. Often these implants are metal. Following the cremation, the metal implants are extracted from the cremated remains. The separated metals are subsequently classified as waste and need to be disposed of accordingly.

The Institute of Cemetery and Crematorium Management, as the recognised industry body, facilitates an approved national metal collection service. The metals are collected for recycling by the Institute of Cemetery and Crematorium Management approved contractor. Bramcote Crematorium is one of the many crematoriums in the country which are part of this collaborative approach to metal recycling.

The Institute of Cemetery and Crematorium Management receive payment from the contractor for the metals collected. The funds are then shared out equally on an annual basis amongst the crematoriums who support the national scheme. It is anticipated that the value of the contribution on this round will be announced July 2024. Funds are allocated on the basis that they are then given to local bereavement charities. Since its creation the national scheme has raised over *£19 million* for charities.

Previous Donation awarded to Me & Dee Charity were truly grateful to receive the amazing amount of £14,000. With the money received, families and children facing life-changing and limited circumstances can find the space to celebrate the precious time they have together.

The recycling of metals resulting from cremation is only carried out with the written consent of each bereaved family. If a family wishes to have the metal implants returned to them this is arranged.

Three bereavement charities have approached Bramcote Crematorium requesting that they be considered for a donation in 2024/25. It is considered

that members of the Joint Committee should be the deciding arm with regards which charity should receive the annual donation. Whilst Members may decide a different charity is more appropriate, the three charities which have expressed their interest in being considered for the donation are:

- Cruse Bereavement
- Age UK
- Maggie's

Further information on the three charities are shown in the **APPENDIX**.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

There are no direct financial implications that arise from this report.

5. Legal Implications

The comments from the Head of Legal were as follows:

There are no direct legal implications arising from this report.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No comments.

7. Union Comments

The Union comments were as follows:

No comments.

8. Climate Change Implications

There are no climate change issues in this report.

9. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

There is no requirement for an Equality Impact Assessment.

11. Background Papers

Nil.

APPENDIX**Cruse Bereavement Support**

Cruse Bereavement have provided the following information.

Cruse Nottinghamshire is a local branch of Cruse Bereavement Support whose vision is a world where every bereaved person has somewhere to turn when someone dies. Our Cruse branch has been providing support to bereaved people locally for many years. We have wonderful Bereavement Volunteers who are highly trained to support people with person-centred bereavement support. Our support is open to anyone who is bereaved in the area. We support people who have suffered any kind of bereavement at any time, completely free of charge.

Ordinarily, around 7- 11% of people are likely to suffer 'complicated' or 'prolonged' grief following a death from natural causes. Over the past two years this figure has been much higher, resulting in an increase in people requiring specialist bereavement support.

The impact of death for some of the bereaved has been devastating and without support, people can experience traumatic symptoms later on (including anxiety, depression and post-traumatic stress). Day-to-day life, employment and relationships can be affected.

The right support at the right time helps prevent and alleviate the negative impact of bereavement. Our Bereavement Volunteers are trained to use a person-centred approach to help bereaved people navigate complex feelings associated with loss, develop coping strategies, resilience and identify additional support networks.

"When my husband died, I didn't want to live. You've helped me to think of living again"

Why we need your help

We cover the cost of bereavement support, making the support we provide free to all those in the local area who would like to access it. Donations are absolutely vital, and without them we simply wouldn't be able to provide our wide reaching, life-changing support.

A donation to Cruse locally from your Crematorium would make an enormous difference to the lives of bereaved people here. Your support would enable us to grow our presence in the local community, up-skill our volunteers, train new ones and enable us to adapt our services, to ensure that no bereaved person is left to face grief alone.

If you have ideas of other ways we could work together, maybe teaming up to enable our volunteers to continue their professional development and take a tour

of the crematorium or to be involved in a crematorium open day or memorial event then please do let us know.

Age UK

Age UK have provided the following information.

Age UK Nottingham & Nottinghamshire is the largest local independent charity providing a wide range of services for older people from all communities and backgrounds.

For over 80 years we have been committed to enabling older people to find the right support when needed, live independently for as long as possible and enjoy later life.

We help tackle poverty, poor housing conditions, loneliness and fraud, as well as provide advocacy for patients and care home residents. We offer specialist dementia care and wellbeing activities such as Best Foot Forward walks and Men in Sheds.

Information, Signposting and Advice (ISA) is one of our key services, supporting older people to make informed decisions relating to benefits entitlements, later life planning, care assessments and community help, as well as helping to tackle social isolation. Our ISA service is offered in person, over the phone and online. We have seen an overwhelming increase in demand on our ISA service, due to prolonged recovery from the covid pandemic and the cost-of-living crisis. Calls to our ISA teams rose to 31,000 between 2022 and 2023; an increase of 78%. Through our support, last year saw over £2.1m worth of unclaimed benefits accessed for older people in Nottingham and Nottinghamshire.

The following comments also help demonstrate the impact of our services:

“Thank you for giving me my life back. I felt so desperately lonely and isolated and now I have so much to look forward to.” Patient Representative Service User

“This is what social care should look like” Social Care Professional, regarding our Sybil Levin specialist dementia day care service.

“Absolutely love coming to sheds. Apart from learning new skills we have a great group of people supporting each other in many ways.” Men in Sheds Member

“I hadn’t spoken to anyone for 8 days. I was nervous to come [on my first walk] but everyone has made me so welcome. I have chatted with lots of different people. I feel like my spirits have been lifted and I can go home much happier than I’ve felt in ages.” Best Foot Forwards walker

We support over 45,000 older people in Nottinghamshire every year, made possible by the kindness of local donors.

Thank you for considering us as recipients of future funding.
We understand that applications made are not a guarantee of funding.

Maggie's

Maggie's have provided the following information.

Maggie's Nottingham, is located within the grounds of the City Hospital, and provides an evidence-based programme of psychological, social and practical support to people with cancer and their family and friends. We are open 9-5, Monday to Friday to anyone who needs our support, free of charge and with no appointment or referral necessary. Our programme has been developed in consultation with leading clinical practitioners and is recognised by the Department of Health and NHS as an example of best practice for improving the wellbeing of people with cancer.

Our centre is a warm and welcoming place where people can receive support, advice and counselling from expert cancer support specialists, benefits advisors, a psychologist and experienced sessional workers offering yoga, tai chi, nutrition workshops, relaxation sessions and various other group activities.

With over 50% of the population being diagnosed with cancer at some point in their lifetime, Maggie's really is needed more than ever. We are raising vital funds to continue running our programme in the year to come. Maggie's receives no regular statutory income, and we are responsible for raising enough funds to run our programme. This year we anticipate 16,500 visits to Maggie's Nottingham and would be very grateful for your help to ensure we are here for everyone who needs our professional support.

Report of the Executive Director

UPDATE ON REPLACEMENT CREMATORS PROJECT
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1. Purpose of Report

To provide the Joint Committee with an update on the progress with regards the replacement cremators project.

2. Recommendation

The Joint Committee is asked to NOTE this report.

3. Detail

The project group continues to meet on a fortnightly basis. The group consists of representatives from Broxtowe Borough Council, Rose Project Management and the appointed design teams which are listed below:

- **Quantity Surveyor:**
WT Partnership, 9 Stoney Street, The Lace Market, Nottingham, NG1 1LX.
- **Architect:**
Henry Mein Partnership, 3 Russell Place, Nottingham, NG1 5HJ.
- **M and E Engineer:**
E P Consulting, Alpine House, Alpine Street, Old Basford, Nottingham, NG6 0HS.
- **Civil and Structural Engineer:**
Ward Cole Limited, Fosse House, Roman Wharf, Lincoln, LN1 1S.

Due to the initial delays in the drafting of the cremator procurement documents the project is currently ten working days behind schedule. It is anticipated that the schedule will be back within acceptable tolerances by the end of RIBA stage 3. The documents are now complete and the tendering period is set to go live 11 March 2024 with deadline of 15 April 2024. The deadline would normally be based on 30 days; however, in this instance it has been extended as a result of the Easter Bank holidays.

At the time of this Committee meeting the project will be at RIBA stage 2 with the following actions in progress.

- Cremator tendering period.
- Development of building design and drawings.
- Surveys of drains, services etc...

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The Joint Committee, at its meeting on 13 October 2022, resolved that delegated authority be given to the Deputy Chief Executive and Section 151 Officer at Broxtowe Borough Council (the Treasurer), in conjunction with his counterpart at Erewash Borough Council, to determine the strategic approach for capital financing and to incorporate this into the Crematorium's medium term financial strategy and to refer back to Members as part of the budget setting process. The financing of the replacement cremators would be considered by the respective Section 151 Officers, with any significant budget implications for each Council requiring approval by Cabinet.

An initial budget of £160,000 was agreed for project management costs in 2023/24 to be funded from the Crematorium Repairs and Renewals Reserve. The main project budget for the purchase and installation of new cremators at Bramcote Crematorium at up to £1,800,000 was agreed by Joint Committee on 18 January 2024 as part of the budget setting process. The new cremators are to be funded jointly and equally by Broxtowe and Erewash Borough Councils who are expected to arrange the financing within their own respective capital programmes accordingly.

5. Legal Implications

The comments from the Head of Legal Services were as follows:

No comments.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No comments.

7. Union Comments

The Union comments were as follows:

No comments.

8. Climate Change Implications

There are no climate change issues in this report.

9. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

There is no requirement for an Equality Impact Assessment.

11. Background Papers

Nil.

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Report of the Executive Director

WORK PROGRAMME/SCHEDULE OF MEETINGS
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1. Purpose of Report

To consider items for inclusion in the Work Programme for future meetings.

2. Recommendation

The Joint Committee is asked to CONSIDER the Work Programme and the Schedule of Meetings and RESOLVE accordingly.

3. Detail

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

20 June 2024	<ul style="list-style-type: none">• Annual Report and Statement of Accounts 2023/24• Replacement Cremator Update• Sale of land update• Pamela Cottage update• Marketing and Performance Strategy Report
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4. Financial Implications

Head of Finance Services were as follows:

There are no financial implications.

5. Legal Implications

The terms of reference are set out in the Council's constitution. It is good practice to include a work programme to help the Council manage the portfolios.

6. Background Papers

Nil.

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